

# **B1 INTERNAL RULES OF PROCEDURE**

Proposer: FYEG  
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## **Glossary**

*GA: General Assembly*

*EC: Executive Committee*

*ECM: EC Meeting*

*IRP: Internal Rules of Procedure*

*MO: Member Organisation*

*Sec-Gen: Secretary General*

*EGP: European Green Party*

*CV: Curriculum Vitae*

*EU: European Union*

## **Text**

### **1 General principles**

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3  
4

- FYEG will have minimal statutes that only contain what legally matters and they will be revised in case the Belgian law changes. All other matters will be taken care of in the IRPs.

5

- The IRPs must never contradict the statutes, they can elaborate.

6  
7  
8  
9

- The IRPs shall be facilitating and helping with decision-making processes as well as the organisation of the federation. There shall be no more rules than necessary. All rules are stated in the chapters 1-6 and are followed by guidelines and best practices.

10

- This document shall be accessible to every MO on the website.

### **11 1. Member organisations**

#### **12 1.1 Membership**

##### **13 1.1.1 Membership categories**

14 FYEG has three membership categories: full MO, candidate MO and observer. (cf.  
15 Statutes 4) For the procedure of application for these membership categories cf.  
16 7.2.1 and Statutes 5.

### 17 *1.1.2 Membership criteria*

18  
19

- Member organisations have to be European except for Observers. The exact definition is in the hands of the GA.

20

- MOs have to be on national or regional level.

21  
22  
23  
24

- FYEG prefers regional organisations to join forces and set up a national organisation. If two or more regional organisations of which at least one is already a full MO of FYEG join forces, the new organisation can apply as a full MO.

### 25 *1.1.3 Membership fees*

26 FYEG has an annual membership fee. (cf. 5.2)

### 27 *1.1.4 Suspension and exclusion of a MO*

28 "An MO that is present and has not paid the membership fee (cf 5.2) shall not  
29 vote. In case an MO is not present at the GA and has not paid the membership  
30 fee, the presidency will be notified and the matter will be put on the agenda of  
31 the GA. The GA will then discuss the issue and by a vote can give a mandate to  
32 the EC to:

33

1. inform said MO via a letter about their situation

34  
35  
36

2. make all reasonable efforts to achieve a solution before the following GA  
3) create a report on the process to be voted upon at the following GA. At

the beginning of the next GA the EC presents its report.

37 If it is established that the concerned organisation has not paid the membership  
38 fee for two consecutive years, the GA will vote on a suspension. The suspension  
39 of an MO means that said organisation loses its voting rights and becomes an  
40 observer. If the MO is suspended the EC:

41  
42

1. informs said MO about their current situation via a letter explaining the consequences

43  
44

2. makes all reasonable efforts to obtain payment and enable the MO to regain its full membership

45  
46

3. creates a report on this process to be voted upon at the following GA. At the beginning of the next GA the EC presents its report.

47 If it is established that the concerned organisation has not paid the membership  
48 fee for three consecutive years, the GA will vote on an exclusion. The exclusion  
49 of an MO means that said organisation is not listed as member organisation  
50 anymore and hence loses all rights within FYEG.

51 In case the MO has no running budget for a particular year (is a suspended  
52 organization) and/or is in debt, the MO can be relieved from the payment of the  
53 MO fee by decision of the GA.

54 If no update or other contact is made between a MO and FYEG EC between two GAs,  
55 the EC has a right to propose suspension or expulsion of this MO. - In case of a  
56 suspension an MO loses its status of being a full MO.

57 The Expulsion of an MO means that said organisation is not listed as member  
58 organisation anymore and hence loses all rights within FYEG

### 59 *1.1.5 Membership reviews*

60 For each General Assembly, the EC will ask each member organisation to prepare a  
61 very short summary of the status of each of the member organisations, to present

62 at the GA. The summary should include:

63

- Current status of the organisation (Candidate/Full)

64

65

- Any relevant successes and achievements over the last year(to be provided in advance by each M0)

66

- Participation in previous GAs and FYEG activities throughout the year

67

68

- Confirmation of the fulfillment of FYEG membership criteria (Cf Statutes 5)

69 The EC will provide an update on any existing partnerships as well as on any  
70 member organisations which are not able to prepare or present such a summary.

### 71 *1.1.6 Procedure to regain membership*

72 Following an exclusion, an organisation that wishes to rejoin FYEG is expected  
73 to contact the EC and provide comprehensive documents explaining their situation  
74 and the motives for their return.

75 Full membership can only be regained following a vote by the GA and a report by  
76 the EC on the reasons to grant it.

- In case of a suspension an M0 loses its status of being a full M0.

## 78 **1.2 Working with the M0s**

### 79 *1.2.1 M0 duties*

80 Each M0 should keep FYEG updated about:

81



- changes in the board

82

- valid contact addresses for the M0 list and the website • activities

83 *1.2.2 FYEG duties*

84 FYEG will provide the M0s with:

85

- information about statutory meetings

86

- minutes and reports from statutory meetings and ECMs

87

88

- a newsletter containing information and participation possibilities in current activities

89 **2. Bodies**

90 **2.1 General Assembly**

91 The general assembly is the highest decision making body. In general it is held  
92 once a year. (cf. Statutes 7.3. for extraordinary GA)

93 *2.1.1 Composition*

94 The general assembly is composed of one or two delegates per full M0 and one  
95 delegate from each candidate and observer organisation. Each full M0 has two  
96 voting rights at the GA if the membership fee is paid. (cf. 1.1.4, 5.2)

97 The general assembly can only take binding decisions if more than half of the  
98 Federation's full M0s are present. (cf. Statutes 7.4)

99 The delegates can be asked to pay a participation fee for the GA. (cf. 5.3)

100 People who are employed for FYEG cannot be delegates to the general assembly.

### 101 *2.1.2 Competences*

102 The general assembly:

103  
104

- approves/ disapproves the accounts of the previous year, the financial report and the budget for the upcoming year

105

- approves/ disapproves the action work plan presented by the EC

106  
107

- adopts/ amends political motions, resolutions, amendments to the political platform, the strategic plan, the statutes and the IRPs

108

- accepts/rejects/suspends/excludes candidate, observer and full MOs

109

- mandates the working groups

110  
111

- Takes note of the current situation of its members and partnerships (cf. 1.1.5 Membership reviews)

112 elects:

113

- the executive committee

114

- the secretary general

115

- the advisory committee, the financial control committee and the editorial

116

- board of Ecosprinter

117 ratifies:

118

- resignations of the Secretary General

119

120

- EC decisions about joining or leaving partnerships and membership within other organisations/ networks

121 Changes to the statutory and internal organisational documents take effect from  
122 the first working day after the GA meeting where they were changed. People  
123 elected by the General Assembly will start their mandate from the first working  
124 day after the GA meeting where they were elected, unless other rules applies for  
125 their mandate.

126 *2.1.3 Reports*

127 The general assembly has to take note of mandatory reports by:

128

- the executive committee

129

- the secretary general

130

- the treasurer (financial report and mid-term financial plan)

131

- the advisory committee

132

- the financial control committee

133

- the Strategic Planning Committee

134

- the working groups

135 *2.1.4 Deadlines and calls*

136 The call for hosting the general assembly must be sent out by the 1st of October  
137 of every year with 1 month deadline. The selection of the hosting MO is done by  
138 the EC.

139 The remaining deadlines are structured as follows:

140 12 Weeks before the GA

141 The EC must send out a call for:

142

- GA registration

143

- the executive committee

144

- the secretary general (if applicable)

145

- the financial control committee (if applicable)

146

- the advisory committee

147

- call for presidency

148 6 Weeks before the GA

149 Deadline for:

150

- registration of delegates

151

- applications of organisations

152

- applications of secretary general candidates

153 4 Weeks before the GA

154 Deadline for:

155

- EC candidates

156

- FCC candidates

157

- Ecosprinter editorial board candidates

158 and the submission of:

159

- policy papers

160

161

- amendments to the political platform, the strategic plan and the IRPs The EC and Sec-Gen must submit to MOs and GA participants:

162

- their activity reports

163

- the FYEG activity report

164  
165

- the FYEG financial report and the financial plan for the upcoming year •  
the proposed FYEG activity plan for the upcoming year

166 In case the number of candidates is less than the number of positions open  
167 and/or if the gender quatum is not met, the EC will re-open the call for a  
168 maximum of 7 calendar days for additional candidates of the underrepresented  
169 gender and/or positions with lacking candidates.

170 3 weeks before the GA:

171

- Candidates are published

172 2 weeks before the GA:

173

- Support letters for candidates are published

174 Other deadlines:

175  
176

- The deadline for submitting emergency resolutions must be 2 days before  
the start of the GA

177  
178  
179  
180

- At the end of the GA's first day, the assembly sets a deadline for  
amendments. After this deadline no more amendments are accepted. Only  
those amendments that have been submitted to the presidency in  
understandable writing in due time will be voted upon

181 *2.1.5 Submission of motions and amendments*

182 At the general assembly

183

- full MOs

184

- the executive committee

185

- the Strategic Planning committee

186

- working groups

187

188

- 189
- have the right to submit motions, resolutions and amendments to motions, the political platform, the strategic plan, the statutes and the IRPs, bearing in mind the deadlines specified under 2.1.4

190 *2.1.6 Presidency*

191 The general assembly confirms the presidency proposed by the EC before any other  
192 decisions are made.

193 The presidency then:

194

- chairs the meetings and discussions at the GA

195



- 196       • prepares the motions, amendments and voting procedures to the GA • is responsible for taking the minutes of the GA

197   The presidency:

- 198  
199       • consists of four to six people who must not be candidates to any positions at the GA

- 200  
201  
202       • can be suspended and simultaneously replaced with an absolute two-third majority by the assembly. Such a vote of no-confidence can be demanded by  
203       at least 5% of the delegates, who must present people for the new presidency.

## 204   **2.2 Executive Committee**

### 205   *2.2.1 General tasks*

206   The executive committee is the second highest decision-making body in FYEG. It  
207   handles the management of the federation on a day to day basis. Elections for  
208   the EC take place at the GA. (cf. 3.4) For requirements for the application cf.  
209   7.2.2.

210   The EC:

- 211  
212       • has the right to make statements on behalf of FYEG, in line with the political platform and has the obligation to make them public

- 213  
214       • handles the implementation of the action plan as decided by the previous GA

215  
216

- receives and handles applications from organisations that wish to join FYEG and produces a report for the GA including a voting recommendation

217  
218

- can engage FYEG in partnerships with external networks and organisations. This type of decision has to be ratified by the following GA

219

- selects members of prepteam

220  
221

- is responsible for following the budget, with specific responsibilities assigned to the treasurer

222 *2.2.2 Composition*

223 The EC is composed of 8 people

224  
225

- who are elected by the GA with their mandate lasting until the following ordinary GA

226

- whose mandate can be renewed three times

227

- who must not be older than 35

228 Within the EC there are two spokes-persons, who must not be from the same M0,  
229 the treasurer and five additional members.

230 The spokespersons:

231  
232

- represent FYEG towards the general public and are a contact point for people from outside the federation

233

- represent FYEG within EGP and attend EGP Committee meetings

234 The treasurer:

235  
236  
237  
238

- prepares the financial report to the EC and the GAs based on the information delivered from the office. Between GAs the treasurer keeps the EC aware of FYEG's current and future financial situation with regular updates.

239 The reports presented to the EC have to include:

240  
241

1. report on incomes – explanation of present incomes sheet and plan for the coming months;

242  
243  
244

2. report on expenses – has to be easily understandable, presented according to budget lines, updated with all expenses to a set date, has to include known expenses to come and

245

3. Liquidity report

246

### 4. Projects and contractual obligations report.

247 • prepares a budget proposal for the GA at the end of their mandate, outlining  
248 the next year

249 • assists with the financial part of the FYEG funding applications and helps  
250 other bodies within the organisation whenever they are creating budgets

251 • visits the office at least three times during their mandate to check the  
252 budget

253 • together with the Sec-Gen, is responsible to providing FYEG's financial  
254 partners with yearly reports

255 • checks a report of all financial transactions every two months which is to be  
256 prepared by office and confirms - through e-mail or a live meeting - all  
257 payments to be in line with FYEG's budget and financing practices.

258 In contrast to the treasurer and the spokespersons the five remaining members of  
259 the EC have no specific tasks. The EC is free to divide tasks among itself,  
260 however it must ensure that the following tasks are taken up:

261

- One member of the EC is responsible for the personnel of the office.

262

263

264 • One gender officer is responsible for the monitoring and the development  
of the Inclusion Audit process and to coordinate the bodies working on  
Gender and Inclusion.

265

- One responsible for the relationship with GYG (cf. 6.4)

266

- One responsible for the relationship with the CDN

- 267  
268  
269 • Two persons who are of different gender from the EC are the contact for  
270 people who have experienced sexual harassment at FYEG events. They have  
271 the duty to help the victim and solve the problem. All help is  
confidential. Every case will be brought forward to the EC or, where more  
appropriate for the specific situation, the AC or the Presidency.

### 272 **2.3 Secretary General**

273 The Secretary General is elected for a two year mandate at the GA. (cf. 3.4) For  
274 requirements for the application cf. 7.2.3.

275 The tasks of the Sec-Gen include:

- 276  
277  
278 • the daily management of the FYEG office, including the financial  
279 management, coordination of the office, meaning employees and volunteers,  
as well as assisting the EC. This also includes maintaining and  
supervising FYEG's online communication tools.

- 280  
281 • the fund-raising, organisation and implementation of FYEG's campaigns,  
projects and statutory meetings

- 282  
• the maintaining of good contacts with FYEG's partner organisations and MOs

- 283  
284 • the monitoring of key political events and policy developments on the  
European level, in order to serve as a resource for FYEG's political work

- 285  
286 • the handling of FYEG's bank accounts, all payments and the payments'  
documentation together with the office

- 287  
288
- supporting the work of the treasurer with delivering timely, accurate financial information to the Treasurer and the EC
- 289  
290
- preparing financial reports and updates together with the Treasurer (explained in details under the cf. 2.2.2 – Treasurer)
- 291  
292
- the writing of annual reports to FYEG's financial partners, together with the treasurer.
- 293
- If mandated by the EC the Sec-Gen can also:
- 294  
295
- take part in meetings and represent FYEG and its position, according to a clear and limited mandate given by the EC
- 296 **2.4 Financial Control Committee**
- 297 At the GA, the financial control committee is elected to a two year mandate.  
298 (cf. 3.4)
- 299 The FCC is composed of two members. Its members must not be members of the EC  
300 nor financially depending on FYEG.
- 301 The FCC's tasks include:
- 302  
303  
304
- At least one meeting a year, dedicated to checking FYEG's finances. A written report of this meeting must be submitted to the EC, thereby providing an internal audit.

305  
306  
307     • the presentation of this yearly report to the delegates at the GA. The financial report that is to be presented to the GA and all other relevant material have to be ready and in disposal for the meeting.

308 It is recommended that the EC and the office shares relevant information related  
309 to the finances of the organisation to FCC throughout the year.

### 310 **2.5 Advisory Committee**

311 The Advisory Committee ensures the transfer of knowledge within FYEG and acts as  
312 a conflict resolution body. It is elected for two years at the GA. (cf. 3.4.3)  
313 The AC is composed of 5 members. Action by the AC is taken only upon request by  
314 EC members of other Bodies of FYEG. Its tasks are:

315  
    • providing their shared experience on a specific subject

316  
317     • assisting in conflict resolution between EC members, members of other Bodies and/or personnel

318 In order to enable the AC to fulfill this tasks it is granted the following:

319  
320     • one-way access to the email-list of the EC throughout the year, meaning the possibility to read conversations but not actively take part

321  
    • attending phone conferences, Skype conferences or an ECM upon invitation

322 During its duty, the AC must respect the secrecy of internal matters. At the GA,  
323 the AC must present a brief overview of the functioning of the EC and personnel.  
324 The AC

325 takes decisions within three weeks, with simple majority, after oral or written  
326 consultation of both conflicting parties, and to the best of all members'  
327 knowledge. Decisions of the AC have to be provided in written form to both  
328 parties involved and can be revoked by the GA.

### 329 **2.6 Strategic Planning Committee**

330 The Strategic Planning Committee (SPC) is responsible for evaluating how the  
331 structures, procedures, activities and other central aspects of FYEG function.  
332 It also develops proposals for the MOs, GA, EC, office and other relevant bodies  
333 of FYEG to consider.

334 It reports to the GA (cf. 2.1.3) and may submit motions and amendments to the GA  
335 (cf. 2.1.5). The SPC is appointed by the Executive Committee after a selection  
336 process. Candidates to the SPC must submit a nomination letter from an MO.

337 The SPC needs to have two coordinators, at least one of them being female. These  
338 two persons are serving as contact point for people outside of the SPC, handle  
339 the SPC's internal meeting schedule and communication and reports to the EC as  
340 well as to the GA. Neither of them can be an EC member.

341 The SPC is divided into three subgroups: the Activity Subgroup, the Political  
342 Subgroup, and the Structural Subgroup.

### 343 **2.7 Working groups**

344 Working groups have the following functions within FYEG :

- 345  
346
- helping with the acquirement and create professional documents on current and selected topics
- 347
- providing the groundwork for the formulation of political positions
- 348
- promoting the involvement of MOs in FYEG.
- 349  
350
- providing space for a debate between young Green activists on the European



level

- 351
- communicating FYEG's positions internally
- 352  
353
- communicating FYEG's political positions externally with the approval of the EC
- 354  
355
- supporting the EC and Prep-teams in policy related preparations for FYEG events
- 356 A working group consist of at least 5 people from 5 different MOs.
- 357 For a working group to be formed, an outline defining its topical scope, aims  
358 and working area must be accepted by the GA. Such proposals can be made at the  
359 GA by a full MO, the parting EC or an ad hoc WG.
- 360 The EC also has the possibility to form ad hoc WGs during the year that will  
361 have the right to apply for a mandate at the next GA if they wish to continue.
- 362 Each working group needs to have two coordinators, at least one of them being  
363 female. These two persons are serving as contact point for people outside of the  
364 working group, handle the working group's internal meeting schedule and  
365 communication and reports to the EC as well as the GA. Neither of them can be  
366 the EC member.
- 367 The EC has to publish a call for interested members after the GA mandating a  
368 working group. This call should be based on the content of the approved  
369 application and sent via the general list. The EC then also chooses the first  
370 members of the working group on base of their motivation letters.
- 371 Becoming a member of a working group at a later time is possible for anybody by  
372 submitting a letter of motivation to the coordination of this group. Therefore  
373 the contact of the coordination of a working group has to be easily visible on  
374 the FYEG-homepage. The coordination of a working group is not forced to accept  
375 applicants.

376 A member of the EC should be included in every working group, however this  
377 person cannot be the coordinator. The EC has the possibility to exclude someone  
378 from a WG on the recommendation of the coordinators or at least three members of  
379 the group. The person has the possibility to appeal to the Advisory Committee.

380 Working groups must not work against the political platform of FYEG.

### 381 **2.8 Ecosprinter editorial board**

382 The Ecosprinter is the central platform within FYEG to exchange ideas and  
383 develop political strategies. The Ecosprinter is the MOs magazine of FYEG and is  
384 created by an autonomous editorial board, elected at the GA. The Ecosprinter is  
385 published online and FYEG should strive for a printed version. (cf. 3.4)

386 The mission of the Ecosprinter is to:

387

- provide a forum for commentary and internal debate

388

- provide the spaces for blogs and articles of members of FYEG

389

- inform about the politics of EGP

390

391

- provide the member organisations with knowledge about candidates for upcoming GAs

392

393

- report and comment about culture, politics and discussions they believe are of importance.

394 The Ecosprinter editorial board:

395

- consist of four members of which only one may be an EC member

396

- has to be gender-balanced

397

- elects an Editor-in-Chief among its members

398

- work on the mission and development of the Ecosprinter

399 In case there is not a consensus within the EEB on the election of the Editor-  
400 in-Chief, or an absolute majority (cf. 3.4.1), the EC appoints the Editor-in-  
401 Chief. The role of the editor in chief is to coordinate the work of the EEB and  
402 ensure that the mission of the Ecosprinter is fulfilled.

### 403 **2.9 Prepteams**

404 Prepteams are temporary bodies, created for the planning, organisation and  
405 follow-up of specific projects.

406 Prepteams are set up via an open call procedure. The EC makes the final  
407 decisions on both their composition and all necessary replacements and must  
408 always:

409

- strive for gender and geographical balance

410

- ensure compliance to specific set of rules imposed by partners and funders

411 Each prepteam nominates its own coordinator and one person of the EC is  
412 responsible for a prepteam and acts as contact towards the prepteam.

413 The prepteam is responsible for:

414

- communication, logistical and content-wise planning of a project

415

416

- financial planning of a project and the creation of a project-specific budget, in coordination with the treasurer

417

- reporting on a project to the EC and to funders

418 A prepteam can take decisions concerning their project independently. If needed,  
419 a prep team can consult the EC in order to solve possible internal problems.

### 420 **3. Election and voting procedures**

#### 421 **3.1 Voting rights**

422 Every member of a body has one vote, except in the GA and in an electronic vote,  
423 in both of which full M0s have two votes.

424 Staff members have no voting right at meetings they are part of.

#### 425 **3.2 Principles**

426 In principle all decisions in FYEG are taken by simple majority.

427 All voting on people or M0s including electronic voting is done by secret  
428 ballot. The voting body can decide to have other voting procedures processed  
429 through secret ballot.

#### 430 **3.3 Different majorities**

431 Simple majority

432 Majority of the cast votes, i.e. the number of the "Yes" votes exceed those of  
433 the "No" votes. [Ex: Out of 20 votes: 11 yes, 9 no, 0 abstentions: passed; 1  
434 yes, 0 no, 19 abstentions: passed. 10 yes; 10 no; 0 abstentions. not passed. 10  
435 yes, 9 no, 1 abstention: passed]

436 Absolute majority

437 Majority (half+1, or half + 0.5 in case of odd number) of the number of votes  
438 distributed at the voting body.

439 Note that it is number of votes registered, not number of votes cast. This means  
440 that if less than half of the voters are present and vote, this majority can  
441 never be reached.

442 20 voters registered: need 11 or more yes votes. 21 voters registered: need 11  
443 or more yes votes 22 voters registered: need 12 or more yes votes.

444 Simple two-thirds majority

445 Two thirds of the cast votes.

446 Absolute two-thirds majority

447 Two thirds of the number of votes distributed at voting body.

448 Note that it is number of votes registered, not number of votes cast. This means  
449 that if less than two thirds of the voters are present and vote this majority  
450 can never be reached.

451 20 voters: need 14 yes or more votes 21 voters registered: need 14 or more yes  
452 votes 22 voters registered: need 15 or more yes votes

### 453 **3.4 Election of candidates**

#### 454 *3.4.1 Principles*

455  
456  
457 • The main principle is to rank all candidates according to your preferences  
for candidates. Where 1 is your first preference 2 your second preference  
and so on.

458  
459 • If no more candidates you wish to vote for remain, voters have the option  
to leave the rest of the ballot blank.

460

- Only a completely blank ballot counts as abstention.

461

- To be elected a candidate needs an absolute simple majority.

462 *3.4.2 Procedures*

463 1 – The candidates who have reached the election threshold (an absolute  
464 majority) are elected. 2 – If some positions are still available, the following  
465 process starts:

466 2a – The left-over votes on candidates reaching the election threshold are  
467 redistributed according to second preferences, using the Single Transferable  
468 Vote system of distribution.

469 2b - If one or more candidates are ineligible to be elected due to quota  
470 regulations, these candidates are removed from the election. The ballot-papers  
471 that ranked this/these candidate(s) as their first (remaining) preference are  
472 redistributed according to their second preference. The process is then  
473 restarted (1).

474 2c – If one or more candidates have reached the election threshold, that/those  
475 candidate(s) are elected in order from highest to lowest vote count. The process  
476 then starts again from point (2).

477 2d – If no candidate reaches the threshold in this way, the candidate with the  
478 lowest amount of votes is removed from the election. The ballot-papers that  
479 ranked this candidate as their first remaining preference are redistributed  
480 according to their second preference. The process is then restarted (1).

481 *3.4.3 Exceptions*

482 At the GA:

483 Concerning the EC elections:

484

485

- The spokespersons and the treasurer are elected separately from the rest of the EC positions.

486 Concerning the election of the advisory committee:

487  
488

- Ex-EC members can advance their candidacy for the advisory committee before or during the GA.

489  
490  
491

- The newly elected EC will then towards the end of the GA select an appropriate number of candidates from the pool of candidates and present them to the GA.

492

- The GA approves or rejects the proposed AC by simple majority vote.

493  
494

- If the proposed AC is rejected the new EC must immediately select new candidates and present them to the GA

495 Between General Assemblies:

496 Concerning the replacement of a resigned EC member:

497

- If an EC member resigns a new EC member can be elected to replace them.

498

- The EC publishes a call for candidates for the vacant position.

499  
500

- Applications are possible by anybody who gains the support of 2 MOs and have to be directed to the EC and/or the general list

501

- All candidates will be voted through an electronic vote. (see 3.6)

502

503

504

- Either the candidate who gained absolute majority is elected or the two candidates with the highest amounts of votes will be voted on simple majority through a second electronic vote.

505

506

507

- Any replaced EC member will have full voting rights in the EC. This period is not considered to be mandated period and the person still has a right to be elected to the EC as other new candidates.

508 Concerning the forced resignation of an EC member:

509

- Two thirds of the EC can propose the resignation of an EC member.

510

511

- The full MOs vote on the proposed resignation through electronic vote. (cf. 3.6)

512

513

514

- The vote is based on two letters: a letter of justification from the majority of EC proposing the resignation and an optional letter of defense from the EC member proposed to resign.

515



- 516
- If at least one third of the full MOs participate in the vote and a two third majority is reached the EC member is displaced.

517 In case of the resignation or incapacity of the Secretary General, the Executive  
518 committee will appoint a Secretary General ad interim within one month since  
519 notification of EC and MOs. This replacement will continue until the election of  
520 a new Secretary General at the subsequent General Assembly or until the  
521 Secretary General is able to resume their duties. The resignation is ratified by  
522 the General Assembly (cl. 3.5.1)

### 523 **3.5 Voting on subjects**

524 In principle all decisions in FYEG are taken by simple majority. When voting on  
525 subjects the possibilities are YES, NO or abstention.

#### 526 *3.5.1 Exceptions at the GA*

527 An absolute majority is needed to:

528

- suspend or accept an MO

529

- change the political platform

530

- ratify the resignation of the Sec-Gen

531

- revoke decisions of the Advisory Committee

532 An absolute two-thirds majority is needed to:

533

- change the statutes

- 534
- change the IRPs
- 535
- change the Strategic Plan
- 536
- replace the presidency (cf. 2.1.6)
- 537 *3.5.2 Exceptions in the EC*
- 538 An absolute majority is needed to:
- 539
- ask the resignation of the Sec-Gen
- 540 An absolute two-thirds majority is needed to:
- 541
- propose the resignation of a board member
- 542 Between ECMs:
- 543
- 544
- Decisions made on phone conferences, chats or via email communications are binding
- 545
- 546
- 547
- If this decision is taken by less than a majority of the EC, the initiator

shall post it to the EC list. The other EC members can recall this decision within 48 hours with a simple majority of the whole EC

### 548 **3.6 Electronic voting**

549 The EC can call for an electronic vote between GAs in urgent matters. It is the  
550 duty of the EC to provide enough information for the full MOs to make an  
551 informed decision.

552 Each full MO has 2 votes and can vote with YES, NO or abstention.

553 The voting period is set to two weeks with a one week reminder.

554 The statutes, the IRPs, the Strategic Plan and the political platform cannot be  
555 subject to any electronic vote.

556 Results will be announced within one week after the closing of the vote and  
557 include detailed information.

### 558 **4. Gender**

#### 559 **4.1 Gender quota**

560 In all elected bodies there must be a minimum of 50% persons who self-define as  
561 a woman or another marginalised gender.

562 If there is only one position in a body, there is no quota. However it is  
563 encouraged that people who self define as women or other marginalised genders  
564 alternate in this position.

#### 565 **4.2 Gender officer**

566 The EC nominates one gender officer. (cf. 2.2.2)

#### 567 **4.3 Child care**

568 If requested and possible child care will be provided. If necessary and  
569 possible, for child care all costs for an extra person will be covered.

570 For travel reimbursements for children of participants cf. 5.4.1. and 5.4.2.

#### 571 **4.4. Sexual harassment, sexist behavior, violence or any kind of discrimination**

572 In case of sexual harassment, violence or discrimination by a member of an

573 elected body within FYEG the EC can exclude the offender after consulting the  
574 full MOs. (cf. 2.2.2)

### 575 **5. Financial rules and procedures**

#### 576 **5.1 Financial management of FYEG**

577 The FYEG financial year starts on 1st of January and ends on 31st of December  
578 and is reflected in FYEG budget. The financial management of FYEG is done by the  
579 decision-making, execution and control of different bodies.

580 The FYEG bookkeeping is done according to accepted accounting practice.

581 The bookkeeping is done regularly by the office or by an external accountant,  
582 contracted to do the FYEG bookkeeping throughout the year.

583 The internal mechanisms are:

584

- the decision-making and control as exercised by the GA (cf. 2.1.2, 2.1.3)

585

586

- the keeping of the budget by the EC and with specific responsibilities,  
the treasurer (cf. 2.2.1)

587

- the concrete actions of the Sec-Gen (cf. 2.3)

588

- the internal audit and control as exercised by the FCC (cf. 2.4)

589 Additionally an external audit is provided by an external accountant. An  
590 external auditor is included in case the FYEG financial situation allows it.

#### 591 **5.2. GA and membership fee**

592 Each full MO is requested to pay 1 % of their last year's realised budget with a

593 minimum of 50 EUR for the EU and European Economic Area (Iceland, Liechtenstein  
594 and Norway) and Switzerland and 25 EUR for all other European countries.

595 Each full MO will have to pay their membership fee for the running year on the  
596 first evening of the GA in cash, if it has not already been transferred earlier.  
597 Full MOs are requested to provide their annual budget statement for the previous  
598 year at this moment.

### 599 **5.3. GA and participation fee**

600 A participation fee to the GA can be set up if the EC finds it necessary.

601 The following participants of the GA are exempt from paying the participation  
602 fee:

603

- one delegate per full MO and candidate MO

604

- EC members

605

- the Sec-Gen

606

- members of the presidency (cf. 2.1.6)

607 If a full MO sends a second delegate the participation fee is halved in case at  
608 least one of the two delegates self-defines as a woman or another marginalised  
609 gender. Every candidate can request participation fee lowering or exception from  
610 the EC.

### 611 **5.4 Travel reimbursements**

#### 612 *5.4.1 General reimbursement rules*

613 Nobody will be reimbursed besides stated below. If a funder of an activity has

614 more stricter rules, those will apply.

615 As a general principle a person can claim 70% of travelling costs below a  
616 certain cap to be reimbursed if:

617

- the participant attended at least 75% of the meeting

618

619

- all relevant receipts and proof of travel have been handed in at the latest 2 months after the activity took place

620 Exceptions to this rules regarding participants can only be made in consultation  
621 with the treasurer.

622 Full reimbursement of travel costs will be granted to: • members of the prepteam  
623 of a given activity

624

- EC members

625

- Sec-Gen and office personnel

626

- members of the FCC, traveling to carry out FCC tasks (cf. 2.4)

627 *5.4.2 Reimbursement practicalities*

628 Train and other public transport travel costs are reimbursed on the basis of a  
629 2nd class ticket or a 1st class if that option is cheaper.

630

- For night trips over 500 km the couchette fee (2nd class)

- 631  
632  
633
- Bike trips over 10 km are reimbursed by EUR; 1/ km with a maximum of the price of a second class train ticket and with an absolute maximum of 100 EUR
- 634  
635  
636  
637
- For trips where the travel or bus by train takes more than 12 hours, a plane ticket will be reimbursed on the basis of economy class ticket. A plane ticket can also be reimbursed if the destination was over 750 km and train-traveling not possible because of pressing time-table reasons.
- 638  
639
- Taxi costs will be reimbursed if local transport is not available and if requested in advance from the organisers.
- 640  
641  
642  
643  
644  
645
- The necessity of using a private car must be justified in writing and approved in advance. Calculation formula for using car travel is 0.2 EUR/km. In case of using the car travel for activity granted by donors with particular reimbursement guidelines, those donor guidelines rules apply. • Car sharing should be approved in advance and should be cheaper than public transportation. The costs have to be documented.
- 646 FYEG uses the official conversion rates of the European Commission for  
647 currencies other than Euro:  
648 [ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)  
649 based on the date of expence if no other donor guidelines apply. Exceptions are  
650 payments with credit cards when the documented conversion rates of the credit  
651 card company apply based on credit card payments statements.
- 652 *5.4.3 GA travel reimbursements*
- 653 Full reimbursement of travel costs is granted to:
- 654
- one delegate per full M0 or candidate M0

- 655
- EC members
- 656
- the Sec-Gen
- 657
- candidates for the EC elections
- 658
- 659
- candidates for the Sec-Gen elections, provided they have received approval by the pre- selection committee (cf. 7.2.3)
- 660
- members of the presidency
- 661 Concerning:
- 662
- 663
- delegates of organisations applying for candidate membership in FYEG • candidates for all open position
- 664 The EC can decide to reimburse their travel costs if such a request has been
- 665 made and all relevant documents have been sent in time.
- 666 **5.5 Participation fees**
- 667 A participation fee to any activity can be demanded and fixed by the prepteam.
- 668 The prepteam can also decide upon exceptions. (cf. 2.8)



669 If participants are selected for an activity and are not able to participate,  
670 they need to communicate this as soon as possible to the prepteam. Travel  
671 reimbursement cannot be paid in that case. For further information can be found  
672 in the prepteam guidelines.

### 673 **5.6 Budgets for activities**

674 The prepteam of an activity creates a specific budget with the treasurer. (cf.  
675 2.2.1) Final decisions regarding these budgets are taken by the EC.

### 676 **5.7 Expenses covered**

#### 677 *5.7.1 Food and food supplies*

678 For meetings covering an entire day, there will be a maximum of 20€ per person  
679 reimbursed. For meetings with at least 4 hours of work, the amount is 10€ per  
680 person.

681 Exceptions can apply for the staff, depending on their contract.

682 Only vegetarian and vegan food will be reimbursed. At every event vegan food  
683 should be offered and its consumption encouraged.

#### 684 *5.7.2 Child care*

685 For child care costs cf. 4.3 and 5.4.

#### 686 *5.7.3. Telephone and communication costs*

687 EC members can claim the reimbursement of telephone and communication costs up  
688 to an amount of 20€ per month. Reimbursement works on the basis of receipts. In  
689 special occasions, they can be reimbursed more but they need approval of the  
690 treasurer.

691 Upon proof of expenses occurred for FYEG work, this rule can also apply to other  
692 persons.

#### 693 *5.7.4 Traveling to statutory meetings*

694 Travel to statutory meetings will be fully reimbursed for people whose presence  
695 is necessary. The EC needs to approve the meeting taking place.

696 Any individual can attend the meetings. Members not personally known by one of  
697 the official attendees of the meeting concerned shall inform the person in  
698 charge in advance of their intention to join the meeting. This "open meeting"  
699 rule applies except when addressing individual issues, and only after a vote of  
700 the body in session accepting the closing, which won't last more than 2 hours.

701 *5.7.5 MO visits*

702 A person mandated by the EC (preferably an EC member) can make a visit to an MO  
703 and will be fully reimbursed.

704 **6. Relations with other organisations**

705 **6.1 General principles**

706 FYEG may:

707

- become a member of other organisations

708

- become a temporary or permanent partner of other organisations

709

- set up new organisations and networks

710 In all these cases, the EC may take the decision to act between GAs, but the GA  
711 takes the final decision. (cf. 2.1.2)

712 This applies to:

713

- joining or leaving existing organisations

714

715

- changing the type of membership within an organisation • starting or ending a partnership

716 Furthermore the EC must:

- 717  
718  
719
- provide a list of organisations that FYEG is a member of, as well as a description of FYEG's rights and responsibilities and the contact details of the concerned organisations
- 720  
721
- report at the GA about all the partnerships FYEG has maintained during the year and provide details upon request by a MO
- 722 **6.2 European Green Party**
- 723 FYEG is official youth wing of European Green Party. Relations between FYEG and  
724 EGP are further specified in the EGP-FYEG relationship agreement.
- 725 **6.3 Cooperation and Development Network Eastern Europe**
- 726 The high level of cooperation between CDN and FYEG and high and usefully mutual  
727 participation at the international events will be encouraged.
- 728 CDN holds the status of observer within FYEG and FYEG financially contributes to  
729 the CDN annually.
- 730 Relations between two organisations will be explained in detail in CDN-FYEG  
731 relationship agreement.
- 732 **6.4 Global Young Greens**
- 733 FYEG supports the building and working of GYG, striving to help GYG with  
734 financial and organisational matters.
- 735 The spokespersons of FYEG are the official representatives towards GYG.  
736 Additionally, one member of the EC is responsible for GYG activities and reports  
737 to the EC about it. (cf. 2.2.1)
- 738 **7. Annexes to the IRPs**
- 739 **7.1 Annex 1: Guidelines for International Secretary**
- 740 The international secretary of MO makes sure that the following info reaches the  
741 national board and relevant others:
- 742

- invitations to projects of FYEG

743

- GA information (all relevant documents and calls)

744

745

- discussions about European policy and FYEG's Future : such as the European constitution discussion and the IRP discussion

746 The international secretary makes sure that the following information reaches as  
747 many people (ideally the whole membership) as possible:

748

- The Ecosprinter (link to website)

749

750

- info about participating in FYEG activities (not all activities that take place)

751

- The newsletter

752 The international secretary is also the promoter of FYEG, she or he makes sure  
753 that at big events of the M0 (such as congresses, GA, weekends, summer camps,  
754 etc.) there is an info point about FYEG.

755 FYEG will present the M0s with sufficient material to do such promotion.

756 **7.2 Annex 2: Application requirements and procedures for candidates**

757 All data of non-elected candidates shall be destroyed immediately

758 *7.2.1 Applicant Organisations*

759 The applicant organisation applies to FYEG through the EC. Their application  
760 shall contain:

761

- a letter signed by their board stating the reason for their application

762

- a copy of the original statutes and a translated version in English

763

764

- 765
- a copy of their political platform (or comparable document) and a translated version in English • a filled in questionnaire provided to them by the EC

766 *7.2.2 EC candidates*

767 Candidates for the EC shall provide in their application form:

768

769

- a detailed CV, copy of passport (form provided by FYEG, is mandatory for legal reasons)

770

- a letter in which they explain their motivation

771

772

- an outline of what their plans are with the organisation or their vision on FYEG

773

774

- 775
- one nomination letter from the MO he or she belongs to. If that is no possible, the MO of which the candidate is from must provide an
- 776

- 777 explanation of their rejection and the possible candidate has the right to provide a letter of justification. The letter will be sent to all MO and the GA will decide whether this person is admitted to candidate or not;
- 778
- 779
- at least one support letter from any MO before the 2 weeks deadline before the GA.
- 780 Multiple positions holding
- 781 FYEG strives to have non-cumulation of positions.
- 782 EC members have to be able to combine their commitments to FYEG with whatever
- 783 other tasks they may have. Candidates to the EC have to lay open what other
- 784 mandates and functions they have.
- 785 *7.2.3 Sec-Gen candidates*
- 786 Sec-Gen candidates application must include:
- 787
- a CV
- 788
- 789
- 790
- 791
- 792
- a comprehensive motivation letter, explaining how experiences match the profile, what the candidate thinks she/he can contribute to FYEG. It should also establish a vision of a European political youth organisation's role. Special emphasis is given to experiences within FYEG and other Young Green Organisations.
- 793
- 794
- the contact details of two references, preferably employers, supervisors or tutors
- 795 Further requirements and procedure:

796  
797  
798 • A committee for a per-selection of the candidates will be set up. The  
799 committee will consist of 4 people: a current EC member, a former office  
coordinator, one full MO representative and a 4th member (NGO professional  
worker).

800  
801  
802 • Only applications including all required documents and sent before the  
803 given deadline will be examined taking into consideration both political  
804 and professional skills of the candidate. The following week candidates  
will be given a written assignment followed by a phone interview if this  
is possible.

805  
  
• The committee will assess the candidates' experience and skills.

806  
807  
808 • Candidates will be given a month to campaign and are expected to present  
themselves at the GA. The final decision on the Sec-Gen of FYEG lies with  
the final vote of the GA of the organisation.

809  
810  
811 • In case a candidate is not recommended by the committee, they will still  
be able to apply for the position and present themselves at the GA, but  
the candidacy will not be endorsed by the EC.

### 812 **7.3 Annex 3: Intellectual property and information technologies policy**

#### 813 *7.3.1 Open-Source commitment*

814 As a principle FYEG:

815  
816 • will adopt open source tools (as defined by the Free Software Foundation)  
for developing its work.

817  
818

- will run free software on its own computers, specially those to be used in public.

819  
820  
821

- will use open formats for all public communications, publications and materials transmitted. • will avoid the use of non-open-source, non-free contents in its website and all online tools.

822  
823

- will ask for open formats to be used in documents officially addressed to FYEG.

824 The use of non-free software may only be justified when no similar free software  
825 is available and when the objective cannot be reached by combining open source  
826 tools.

### 827 *7.3.2 Security*

828 At least one FYEG official e-mail address will count with a GPG signature. All  
829 official e-mail communications from FYEG shall be digitally signed. The public  
830 key will be made available to the public.

### 831 *7.3.3 Privacy and individual rights*

832 In order to protect the privacy of individuals participating in any FYEG  
833 activities:

834  
835

- no pictures shall be posted on public sites or social networks without the explicit consent of the individuals who can be identified in them.

836  
837

- mailing lists archives and MO listings shall be kept accessible only by its members.



